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Please!! Check out my Digital CV here showcasing my programming skills: [Digital Resume](#)

Current Course Developer Skills

HTML5 Essentials

CSS Essentials

BOOTSTRAP

JavaScript Essentials

JSON

Python Essentials

Upcoming Course Developer Skills

JSON

API's

MongoDB

Python Essentials

Full Stack Frameworks (Django)

Flask

MySQL

Education

February 2021 – Present – (Part-time)

Code Institute – Dublin, Ireland

- Full Stack Development Course
- Credit-rated by Edinburgh Napier University at level 8 on the Scottish Credit & Qualifications Framework
- Awarding body: Code Institute, credit rated by Edinburgh Napier

May 2021 – Present – (Part-time)

freeCodeCamp – Online Learning

- HTML5
- CSS

November 2014 - December - 2014

Dublin TEFL IRELAND

- Completed 140 hours of TEFL/TESOL training

September 2007 - September 2010

Dublin Business School, Aungier street

- Bachelor of Business Studies and Retail Management Degree

2003 - 2005

Ballyfermot College of Further Education (BCFE)

- Certificate of Unit Achievement 2003-2005

Interests

- JavaScript & JQuery by John Duckett (Study aid)
- HTML & CSS by John Duckett (Study aid)
- A Smarter Way to Learn JavaScript by Mark Myers (Study aid)
- A Smarter Way to Learn JQuery by Mark Myers (Study aid)
- Bootstrap Quick Start by Jacob Lett (Study aid)
- Python Crash Course 2nd Edition by Eric Matthes (Self teaching Python)
- Get CODING by Walter books (Study aid)
- Constantly learning new programming skills and techniques (Internet searches and YouTube)
- Gamer in my free time and massive Newcastle United fan “Howay the lads!”

Experience

May 2021 - PRESENT

Cisco, (Remote) – IT Recruitment Consultant

- Writing and posting technical job descriptions.
- Sourcing potential candidates on niche platforms, like Stack Overflow and GitHub.
- Performing pre-screening calls to analyze applicants' abilities.
- Interviewing candidates combining various methods
- Coordinate with IT team leaders to forecast department goals and hiring needs.
- Craft and send personalized recruiting emails with current job openings to passive candidates.
- Handling the offer stage.

- Onboard new hires.
- Promoting company's reputation as a great place to work.
- Conduct job and task analyses to document job duties and requirements.
- Keep up to date with new technological trends and products.

July 2019 - PRESENT

Mercury Engineering, Leixlip (Intel) – Recruitment Specialist

- Principal Recruitment Specialist for the largest project in the history of Ireland on an 8-billion-euro project in Intel for a new Semiconductor Manufacturing Facility in Leixlip, Hospital project in Tallaght, The New Children's Hospital (NCH) in Rialto, Facebook Data Centre project in Cloness and a Pharmaceutical project in Dundalk.
- Direct dealings with all management on site: Mechanical and Electrical teams including Operations Managers, Contract Managers, Construction Managers, Assistant Construction Managers, Logistics Manager, Tool and Plant Manager, QA/QC Manager, H&S Sector Manager and H&S Trainer, Foremen, Doc Controllers, Package Leads and the Labor Coordinator.
- Weekly review of the recruitment plan with the Recruitment Manager, HR Business Partner and Project Director.
- Weekly meetings with the HR Manager on interviews and CV submittals, feedback from the Hiring Managers / Contract Managers and general updates on recruitment needs and concerns if any.
- Maintaining and updating of employee records on a shared drive containing letter of offers, contracts of employment, safe pass certificates, manual handling certificates, trade certs/cards and union membership details.
- Liaising with our visa agency (Newland and Chase) for costs and processes for candidates relocating from outside of the EU.
- Candidate relocation: Organization of PPS appointments, assistance and guidance of setting up of bank a/c's, organizing the booking of Safe Pass courses with partner training centers, accommodation assistance and the booking of security and start/induction dates on site.
- Execute the complete life cycle of the recruitment process, from identifying the candidates, the screening of CVS from agencies, direct sourcing and internal referrals, agency face to face meetings for recruitment needs and review of the recruitment plan.
- Preparing and managing multiple job roles from within Talent manager Mercury's internal database, publishing and editing jobs for Intel's and other projects mentioned according to the hiring plan. My responsibility was to ensure that each job advertisement is updated, attractive and categorized to the right business sector and project leader, me. Unpublishing advertisements if filled or if the positions were on hold for unexpected reasons.
- Using Indeed to advertise key roles maximizing exposure and interest in our recruitment needs. Managing the applications through indeeds job application

portal, shortlisting through the portal and making accurate hires.

- Client management - Working with recruitment agencies, providing them with regular communication with the information they need to target the ideal candidates for the roles we are recruiting for. Weekly face to face meetings on recruitment reviews.
- Providing an excellent candidate experience no matter the outcome of their application. Updating and maintaining information of candidate and client details such as phone numbers, email addresses, personal information, T & C's and main point of contact for each agency in the database.
- Candidate management in both the progressing and regretting of the application process.
- Attending recruitment drives to create awareness of the company's recruitment needs across Ireland in participation with registration and walk-in interviews.

August 2018 - April 2019

Sigmar Recruitment, Dublin 2 – *Recruitment Consultant (Construction & Engineering)*

- Execute the complete life cycle of the recruitment process, from identifying the candidates, the screening by phone, candidate face to face meeting for interview preparation and follow-ups.
- Preparing and managing multiple job roles from within Arithon an internal database, publishing and editing client jobs on websites such as Indeed, IrishJobs, Monster and Careerstructure using Yourecruit. My responsibility was to ensure that each post is updated, attractive and if filled removed.
- Providing excellent customer service to both clients and candidates. Updating and maintaining information of clients and candidates' details such as phone numbers, email addresses, T & C's and main point of contact for each company in the database.
- Using all available resources to search for candidates such as the internal database and websites like Indeed, IrishJobs, Monster and Careerstructure by filtering or Boolean strings and using initiative to generate more candidates.
- Building relationships with clients and candidates.
- CV screening and formatting.
- Meeting candidates for interview preparation.

June 2017 - Jun 2018

Skillspot, Murcia, Spain– *IT Recruitment Consultant*

- Execute the complete life cycle of the recruitment process, from identifying the candidates, the screening by phone and the and follow-ups. Preparation of ads for recruiting websites.
- Advertising of vacancies on several work sites and daily update of candidates through advertising, search and network selection curriculums, selection of candidates to interview and evaluate the candidates for our client profile.
- Providing excellent customer service to clients and candidates. Updating and maintaining

- information of clients and candidates in the database. Using all available
- resources to search for candidates such as an internal database, Internet sites, cold calling and various recruitment practices.
- Worked closely with management / clients to fully understand the position requirements, negotiations and understand the fluctuations of market rates. Organization of interviews and preparation of candidates for interviews.
- Roles recruited for: Frontend and Backend Developers, Full Stack Developers, UX UI Design, .Net Developers, Java Developer, JavaScript Developer, PHP Developer etc.

September 2015 - May 2017

Speak Your Mind, Murcia, Spain- *English Teacher*

- Taught English to all age groups, from children, teenagers and adults.
- Followed the Speak Your Mind method.
- Worked with classes B1-B2-C1 with the Cambridge method (Reading, Speaking and Listening).
- Cambridge exam preparation and intensive studies
- Took part in the mock exams once a month on Saturday mornings. Preparing and correcting and grading completed exams.

September 2014 - May 2015

Native English Academy, Murcia, Spain- *English Teacher*

- Taught English to all age groups, from children, teenagers and adults.
- Worked with classes B1-B2 using the Cambridge method (Reading, Speaking and Listening).
- Cambridge exam preparation, intensive studies
- Took part in the mock exams. (Preparation of exams and grading completed exams)

July 2011 - January 2014

Vodafone, Liffey Valley- *Sales Agent*

- Providing existing and new customers with quality customer service.
- Passionate in selling mobile phones, a range of wireless products, home landline, fixed broadband and car and different types of accessories.
- Built a strong rapport with all new and returning customers.
- Meet and exceed a quota for sales for individual and overall store targets.
- Assisting customers in troubleshooting their products and instructing customers on their proper use.
- Attention to detail at all times especially when dealing with cash and contracts.
- Dealing with difficult customers and attempting to mediate a satisfactory conclusion and handling volatile situations.
- Extensive experience in Microsoft Office programs including but not limited to: Outlook Express, Word, PowerPoint, Excel, Adobe Acrobat and others.

September 2007 - September 2010

Lidl, Leixlip– *Deputy Store Manager*

- Training and development, performance management, planning and providing tasks, planning rosters for staff 3 weeks in advance.
- Store operations: management of profits and loss, facility management, safety and security, loss prevention and cost cutting and most importantly hitting store targets on monthly basis.
- Product management: ordering, receiving, price changes, handling damaged products, stock orientation and ensuring 100% availability of all products for customers, opening and closing the store and dealing with staff issues that may arise.
- Problem solving under a constant pressure on busy peaks.
- Liaising with Store manager and District manager
- Maintaining excellent customer service, interaction and assistance, Customer is key.